

**NOTICE  
TOWN OF PLEASANT SPRINGS  
CAUCUS**

**Town Hall, 2354 County Rd N,  
Stoughton WI 53589**

**Tuesday, January 14, 2025-5:30 p.m.**

NOTICE IS HEREBY GIVEN to the electors of the Town of Pleasant Springs, in the County of Dane, State of Wisconsin, that a Town Caucus for said Town will be held in-person, at the Pleasant Springs Town Hall, 2354 County Rd. N, Stoughton WI. The Caucus will be held on Tuesday, January 14, 2025 at 5:30 p.m. to nominate candidates for the offices to be voted for at the Spring Election to be held on April 01, 2025.

Candidates will be nominated for the following offices, for a term of two years, which expire in April of 2027:

Town Chairperson  
Town Supervisor No. 1  
Town Supervisor No. 2

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, or to request this service, contact the Town Hall, 2354 County Rd N, Stoughton, WI, 53589-2873. Office hours are Monday, Tuesday and Thursday from 10:00 a.m. to 4:00 p.m. (608) 873-3063 e-mail: [clerktreasurer@pleasantsprings.org](mailto:clerktreasurer@pleasantsprings.org)

Maria Hougan  
Clerk/Treasurer

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# TOWN OF PLEASANT SPRINGS

## 2025 CAUCUS

The purpose of the Town Caucus is to nominate candidates to be placed on the Spring Election ballot, which will be held on Tuesday, April 1, 2025. Qualified electors of the municipality may nominate and vote for candidates. Any person who is a United States citizen, 18 years of age or older, who has resided within the municipality for at least 28 days before the caucus is a qualified elector.

### OFFICES TO BE ELECTED FOR A TERM OF TWO YEARS

### COMPENSATION

Supervisor #1	\$60 per diem
Supervisor #2	\$60 per diem
Town Chairman	\$60 per diem \$1,600 per year

### PROCEDURES FOR NOMINATION

Nominations are made separately for each office. Nominations are taken from the floor; each nomination must receive a second. After each nomination is made and seconded, the caucus chairperson will ask, "Are there any more nominations?" and hearing none, will ask three more times for nominations, and then announce that "Nominations are closed."

If more than two persons have been nominated, a vote will be conducted to reduce the number of candidates to two. The electors select two tellers to canvass the vote. The caucus chairperson will announce the names of all candidates. Each elector is entitled to vote for one candidate. The two candidates receiving the highest number of votes are nominated and certified to the Clerk by the caucus chairperson and tellers.

The assignment of name placement on the ballot will occur after the nominated candidates have been certified by the Clerk. (If needed)

Please Note: If you are attending the Caucus virtually, you will need to state your name and address.

## CAUCUS PROCEDURE

1. Chairman calls the Meeting to order
  - ☞ remind everyone to register/state name and address for virtual attendess
2. Call for nomination(s) for a presiding officer to conduct the caucus.
3. New presiding officer announces rules of Caucus procedure
  - ☞ one office at a time
  - ☞ by motion with a second
  - ☞ if three candidates nominated - ballot vote determine secret ballot and or voice vote for those attending virtually
4. Elect two tellers to count ballots. If more than two are nominated.
5. Open nomination for:
  - Chairperson
  - Supervisor #1
  - Supervisor #2
6. Receive nomination and second from the floor.
  - ☞ Get name and spelling (if needed) of the residents who nominated and seconded the nomination of the candidate.
7. **Ask** "Are there any other nominations?" three times.  
**Announce** "Nominations are closed."  
**Announce** names of candidates. "The candidates for the office of \_\_\_\_\_ is/are XXXX."
  - ☞ Vote if 3 or more nominated for one office.

Tellers who are selected by the electorate will count ballots in front of the assembly. ( record voice votes for each candidate)
8. Repeat for each office.
9. **Announce that candidates must to meet with Clerk/Treasurer after the caucus.**

## 10. Adjourn caucus.

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